

BUILDING ACTIVITY DESCRIPTION**(Engineering)****DESCRIPTION:**

The Building Division is responsible for all building activities, public and private, in the City of Arcata. All building construction is administered in accordance with the California Building, Residential, Green Building Standards, Plumbing, & Mechanical Codes, and the California Electrical Code. The division also enforces the City Municipal Code and regulations made by the State of California and Federal government pertaining to all building construction. These regulations include, but are not limited to, the California Title 24's handicapped accessibility, and energy, standards. Activities include receiving building permit applications, plan review, permit issuance, inspections and issuance of Certificates of Occupancy. The division investigates potential code and zoning violations and pursues enforcement when necessary.

PROGRAM CHANGES:

The proposed 2018/19 Fiscal Year budget includes the increase of one full-time building inspector / plan check position. This position is expected to support the steady building permit demand due to increased constructions throughout the City.

ACCOMPLISHMENTS:

1. Reviewed and issued over 447 Building Permits as of May 3, 2018.
2. Creation of a simplified Building Permit application fee structure through Resolution 167-49.
3. Updated Building Code standards to reflect new 2017-18 requirements.

DEPARTMENTAL GOALS:

1. Enhance revenue recovery.
2. Increase customer service through the implementation of permit tracking software.
3. Completely implement the CCAP permitting process and database.
4. Implement new Building Permit and code enforcement program with a citywide approach
5. Continue to make progress towards a unified public service Counter in City Hall.

BUDGET OVERVIEW

APPROPRIATIONS	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Budget 2018-19
Personnel	225,201	273,971	241,566	302,564
Materials and Services	107,280	119,486	113,868	118,946
Debt Service/Lease Payments	-0-	-0-	-0-	-0-
Capital Outlay	-0-	1,253	81,500	2,200
Grant Programs	-0-	-0-	-0-	-0-
	Gross Budget	332,481	394,710	423,710
	Charges to Other Departments	-0-	-0-	-0-
	Net Budget	332,481	394,710	423,710

FUNDING SOURCES (see descriptions in Revenue Section)

OPERATING:				
Building and other Permits (101)	134,240	171,510	173,500	223,300
General Fund (101)	151,451	111,032	56,934	18,210
Plan Check Fees (101)	46,790	84,227	75,000	80,000
CCAP Fees (101)	-0-	26,688	50,000	100,000
PROJECT/CAPITAL OUTLAY:				
General Fund Reserves(101)	-0-	-0-	80,000	-0-
Building and other Permits (101)	-0-	1,253	1,500	2,200
	332,481	394,710	436,934	423,710

PERSONNEL

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-30-31-50100	REGULAR SALARIES	185,137	185,134	185,134
101-30-31-50200	OVERTIME WAGES	150	150	150
101-30-31-50300	PART-TIME AND TEMPORARY SALARIES	15,000	15,000	15,000
101-30-31-50990	EMPLOYEE BENEFITS	107,128	102,280	102,280
TOTALS		\$307,415	\$302,564	\$302,564

POSITION TITLES

City Engineer	0.15	0.15	0.15
Assistant City Engineer	0.05	0.05	0.05
Building Official	1.00	1.00	1.00
Permit Specilist/Inspector	0.80	0.80	0.80
Engineering Technician	0.35	0.35	0.35
Administrative Assistant	0.36	0.36	0.36
Environmental Compliance	0.01	0.01	0.01
Building Inspector Trainee (pt)	0.50	0.50	0.50
Total Full-time Equivalents	3.22	3.22	3.22

MATERIALS AND SERVICES

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-30-31-51200	COMMUNICATION	1,500	1,500	1,500
101-30-31-51400	TRAINING & CONFERENCES	2,500	2,500	2,500
101-30-31-51500	CLOTHING AND PERSONAL EXPENSE	225	225	225
101-30-31-51600	MEMBERSHIPS AND DUES	275	275	275
	PROFESSIONAL SERVICES			
101-30-31-51722	Plan Check Services	25,000	25,000	25,000
101-30-31-51770	Other Professional Services	2,500	2,500	2,500
101-30-31-53100	POSTAGE	600	600	600
101-30-31-53200	PHOTOCOPY	600	600	600
101-30-31-53300	OFFICE SUPPLIES	250	250	250
101-30-31-54200	OTHER DEPARTMENTAL SUPPLIES	1,000	1,000	1,000
101-30-31-54300	SMALL TOOLS	425	425	425
101-30-31-55500	CENTRAL GARAGE CHARGES	5,213	5,213	5,213
101-30-31-55800	IT SERVICES & MAINTENANCE	9,478	9,478	9,478
101-30-31-55900	OVERHEAD	69,820	69,380	69,380
TOTALS		\$119,386	\$118,946	\$118,946

BUILDING

Activity

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CAPITAL OUTLAY

2018/19